

S-E-C-R-E-T

### SURVEY OF FOREIGN INSTITUTES

1. Purpose: In an informal discussion between representatives of OCR, OSI, OO, the Office of the DD/I and Management Staff, five offices were identified as maintaining files on foreign institutes. It was agreed that a small working group, upon proper authorization, would examine these files and any others found to bear upon the problem to determine their present and potential usefulness to the intelligence community.
2. Definition: Foreign institutes, in this survey, refers to associations and organizations which are of interest to economic and scientific research areas in the Agency; this does not include international organizations. The primary question is what data are maintained on the institutes; secondarily, what data are maintained on people or industrial plants directly related to the institutes?
3. Files to be Examined: The "institute files" of the offices of the DD/I will be examined, particularly those of the Industrial and Biographic Registers, OCR, Foreign Documents Division, OO, OSI and Geographic Research Area, ORR. Main customers of the files will be consulted concerning the adequacy of the service and suggestions for its improvement.
4. Scope of the Examination: For each "institute file," it will be determined:
  - a. What is maintained? Define the area and the period of time covered by the file. What are the sources of information?
  - b. How is it filed, indexed, cross-referenced, summarized? Are mechanical sorting and selecting devices in use?
  - c. What is the size of the file, the average monthly volume of acquisitions? What employees are assigned to maintaining the file and providing service from it? Where are these employees located in the organization?
  - d. Does the file meet the needs of the immediate office in which it is located? Explain.
  - e. Who else is served by the file? How? How often? What service is requested which cannot be supplied? Are requesters referred to other sources? How; when; what other sources?
  - f. What is the proper future of this file, in the opinion of those who are maintaining it; maintain on same basis, retire, expand, integrate with other work in the immediate office, centralize with other such files?

S-E-C-R-E-T

S-E-C-R-E-T

- g. What suggestions does the person in charge of this file have for changing, centralizing or eliminating other files on institutes?
- 5. Scope of the Report: From this examination, a report will be prepared covering:
  - a. The sources of information on foreign institutes and the service available from each source.
  - b. Restrictions, if any, to obtaining information from these sources.
  - c. Duplication existing, if any, and the need for such duplication.
  - d. Gaps in available information.
  - e. Suggested reorganization or change of responsibilities, if deemed advisable.

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S-E-C-R-E-T